

# BFT

全国出国培训备选人员外语水平考试专用教材

# BFT

第4版

# 写作教程

主编 郅红 田英涛 张悦清



增加两套最新考题



机械工业出版社  
CHINA MACHINE PRESS

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副主编 姜 红 梁艳春 程 怡



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本书紧扣教材和考试大纲,根据作者近年来的教学实践经验精心编写而成。全书由4大部分构成:写作知识总论介绍了段落的写作和文章的写作,指导考生学会写作技巧并对学生在写作中常犯的错误进行了细致的分析;写作的四种文体详细介绍了记叙文、议论文、说明文和描写文的写法,并通过示例进行展现;英文信函对BFT考试的信函类写作进行了描述,并提供了写作技巧。为了帮助考生轻松学习,我们还特意在实践练习部分对一些学生的习作进行了讲评,并提供了10套模拟试题和两套最新的全真试题,强化考生的练习。

本书不仅适合参加全国出国培训备选人员外语水平考试的考生使用,而且适合参加出国考试(如TOEFL、IELTS)的考生进行自学,帮助考生顺利通过考试。

### 图书在版编目(CIP)数据

BFT写作教程/鄧红,田英涛,张悦清主编.—4版.—北京:机械工业出版社,2012.5

全国出国培训备选人员外语水平考试专用教材

ISBN 978-7-111-38324-6

I. ①B… II. ①鄧… ②田… ③张… III. ①英语—写作—水平考试—教材  
IV. ①H315

中国版本图书馆CIP数据核字(2012)第088379号

机械工业出版社(北京市百万庄大街22号 邮政编码100037)

责任编辑:唐绮峰

北京中兴印刷有限公司印刷

2012年5月第4版第1次印刷

184mm×260mm·16.25印张·374千字

0001—4000册

标准书号:ISBN 978-7-111-38324-6

定价:48.00元

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# 丛 书 序

本丛书自 2004 年面市以来，深受广大读者喜爱。应有关培训机构及考生的强烈要求，我们决定再版“全国出国培训备选人员外语水平考试专用教材”丛书。

随着 BFT 考试知名度的不断提高和报考人数的增多，越来越多的读者开始关注 BFT 考试，特别是质量优良的相关培训用书。再版后的丛书，在保留原书精华的基础上，具有以下几个特点：

随着 BFT 考试的逐年进行，教师们在充分解析历年考题的基础上，深入研究真题，总结题型变化规律和难易程度的变化趋势，结合自己多年教学经验，使改版后的丛书吻合全国出国培训备选人员外语水平考试大纲的要求。

丛书结合教师们的实际教学经验，总结了学员学习中的实际情况，对基础薄弱的阅读及听力部分加大力度，从内容到题材做到由浅入深，由易到难，文字新颖、活泼，符合学员的实际水平。

丛书的再版增加了听、说、读、写四个方面的学习方法，对习题增加了详细的解题思路，以使考生对习题有较为细致的了解，而且选材广泛，涉及教育、文化、科技等社会生活的各个方面。内容与与时俱进，时事性强，既体现了知识性，也体现了时效性。

《BFT 模拟试题集》增加了最近几年的真题，并作了透彻的分析讲解，使考生在了解试题题型的同时，及时了解和把握考试的重点和难点，从而在复习及考试的过程中更加主动。针对历年真题，总结了每年真题的不同与相同部分，并提出考试的变化及预测。4 套真题和 8 套模拟试题中的答案讲解部分，力求重点突出，归纳出做题的规律和方法；口语部分的讲解增加了对常见口语套句的概括；写作部分增加了范文及点评。

《BFT 词汇短语教程》增加了对词汇短语的分析和构词法的讲解，并对词汇短语的记忆和解题技巧作了指导性的讲解，归纳出做题的规律和方法。此外，本书还配有帮助考生记忆词汇短语的其他题型，旨在通过反复实践达到记忆词汇短语，并对词汇短语应用自如的目的。

《BFT 写作教程》BFT 写作即书面表达部分由 Part 1 简短指导性写作和 Part 2 较长指导性写作两部分组成，共 30 分，Part 1（10 分），Part 2（20 分），占总成绩的 15%。

第 4 版与前一版相比：（1）增加了商务写作，具有很强的实用性；（2）针对 BFT 考



试,对写作技巧作了系统讲解;(3)大量作文讲评为考生提供了各种题材与体裁的经典范文,便于考生学习和模仿;(4)对考生在语法、句法、篇章、文体等方面的典型错误进行了汇总,有的放矢地予以纠正;(5)常用写作词汇及套句丰富了考生的语言表达。

《BFT 口语会话教程》BFT 口语考试两人一组,总分 50 分,由 3 部分组成,Part 1 (10 分),Part 2 (20 分),Part 3 (20 分),占总成绩的 25%。Part 1 是两个考生一组,考官交替提问考生大约 5 个问题,考生对答,时长约为 4 分钟;Part 2 是看图说话,考生就看到的图片发表自己的观点和看法,时长约为 4 分钟;Part 3 是两个考生在所给的 5 个话题中选择一个进行讨论。

本书再版既具有应试性,也具有交际性。1)书中增加了考试题型分项指导和考试技巧,在理论上指导考生如何达到最佳水准;2)增加了常用套句,更加丰富了口语词汇;3)海外生活常用对话使考生的口语更趋于真实与地道,充分体现了生存英语的重要性;4)口语模拟为考生提供了虚拟考场,使其熟悉考场环境及语言环境。

《BFT 听力理解教程》BFT 听力考试由 4 部分组成,共 50 分,Part 1 (16 分),Part 2 (10 分),Part 3 (10 分),Part 4 (14 分),占总成绩的 25%。该部分共 30 个小题,时长约为 30 分钟。

本书新增了练习的讲解,突出了实用性;在形式上、内容上与《BFT 模拟试题集》听力部分互为补充。第 3 版听力教程结合真题讲解解题技巧,使考生对各个部分的难易程度及怎么把握解题技巧有更充分的认识。此外,场景听力把听力内容放在具体的语境中,便于考生理解和掌握。初级词汇的和高级词汇的补充便于考生查阅生词。

《BFT 阅读理解教程》BFT 阅读理解部分由 4 部分组成,共 70 分,Part 1 (16 分),Part 2 (20 分),Part 3 (14 分),Part 4 (20 分),占总成绩的 35%。阅读理解部分共 45 个小题,时长约为 50 分钟。

本书再版增添了大量文章,集时事性与真实性为一体;体裁多样,取材广泛,力求贴近考试形式。详细的讲解不但能使考生全面了解文章的主题与细节,而且能拓展其历史、地理、政治、经济等人文知识。

本丛书的编者均为富有培训经验的大学教师(部分教师具有海外留学背景),为本丛书的编写提供了丰富鲜活的素材、新颖实用的构思与创意,也使得本丛书更贴近真实考试。

预祝考生顺利通过考试并取得高分!

BFT 英语研究组

2012 年 3 月

# 前 言

全国出国培训备选人员英语考试(Business Foreign-language Training/Test: English, 简称 BFT: English)是由国家外国专家局主办的国家级英语水平考试,适用于我国政府、工商企业、财政金融等部门出国培训人员、已在或准备到外资企业工作的各类英语学习者及参加国家人事部中、高级专业技术资格评定的各类专业技术人员。考试的目的是根据商务及技术工作的实际需要,从听、说、读、写 4 个方面对考生在商务、技术工作和一般生活环境下使用英语的基本能力进行全面考查。本考试分初级(C 级)、中级(B 级)和高级(A 级)3 个等级,每个级别的考试由 4 个部分组成,即听力理解、阅读理解、书面表达、口头表达。“全国出国培训备选人员英语水平考试”每年举行两次,分别于 1 月份和 7 月份举行。

BFT 写作考试一般在上午举行,考试时间为 40 分钟,占全部考试分数(200 分)的 30 分,其中初级考 6 道题,中高级考 2 道题。考试的文体涉及议论文、说明文、记叙文和描写文。由于 BFT 考试涉及一些专业或应用文体,因此,有时也会设计一些普通的信函及商业信函。考试的目的是考查考生书面表达和交流能力,以及在商务运作环境中的英语实际运用能力。由于涉及面广,涵盖知识量大,因此要求考生日常知识积累比较丰富,具有一定的写作经验以及文字处理能力。

本书紧扣教材和考试大纲,全书由 4 部分构成。首先对写作知识进行了简要介绍,讲解了段落写作和文章写作的构成和特点等,引导考生写出更好的文章,提供考生写作技巧,并对学生在写作中常见的错误进行了细致分析;然后在写作的 4 种文体单元,详细介绍了记叙文、议论文、说明文和描写文,并通过示例进行展现;在英文信函这一单元,本书对 BFT 考试的信函类写作进行了细致描述,提供写作技巧,并引导考生对日常商务知识进行积累;为了帮助考生轻松学习,我们还特意提供了习作练习单元,对部分学生的习作进行了讲评,并提供了 10 套模拟试题和两套最新的全真试题,强化考生的练习。此次改版,在知识讲解和模拟题目设计上都是以中高级与初级的对比为出发点,以便不同层次的考生有的放矢地准备考试。

在再版编写过程中,我们听取了诸多教师、读者以及编辑的意见和建议,在不断完善中使本书更具实用性:(1)按照考纲的材料、内容以及答题要求和考查目的对本书进行重新编写;(2)增加了全真试题写作部分的讲解,旨在更贴近考试,让考生把握考试的思路;(3)在文中穿插讲解了 BFT 写作中常用的词汇、词组以及句型;(4)增加了对范文的讲解和点评;(5)在 10 套模拟试题中,为了适合不同层次的考生的需求而插入了真题。

由于本书的编写体例涵盖知识面广,不仅适用于参加全国出国培训备选人员外语水平考试的考生,而且适合参加出国考试(如 TOEFL、IELTS)的考生进行自学,帮助考生顺利通过考试。

参与本书编写的人员还有：安蕾、白静、曹迪、丁剑议、丁杨、樊红、冯伟哲、韩红梅、何永民、胡龙青、胡晓欧、靳丽莹、孔祥国、寇洁、李长利、李飞鹏、李金屏、李树勤、栗丽娟、梁丽娟、刘艳霞、柳得、卢晓敏、孟繁锡、欧阳宏亮、齐岩、钱磊、任莉、宋彦英、王碧、王宁、王元利、王智杰、吴征、夏金玉、徐燕飞、许廷武、薛金祥、杨萌萌、由华、张充、张海燕、张妮、张燕、张芝花、赵佳、赵娟和朱丽轩。

在本书在编写过程中，得到了众多师生许多颇有见地的建议，谨此深表谢意！但由于时间和编者水平所限，书中的片面、错误与疏漏在所难免，衷心希望广大读者不吝指正，以便使本书渐臻成熟、完善。

编 者

2012 年 4 月



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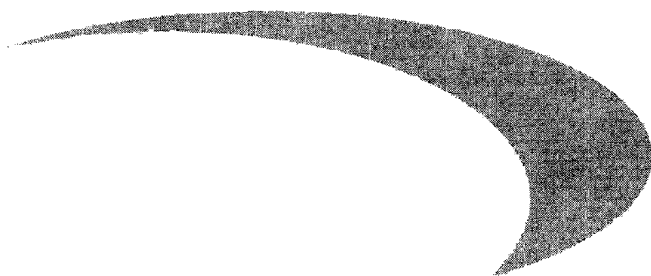
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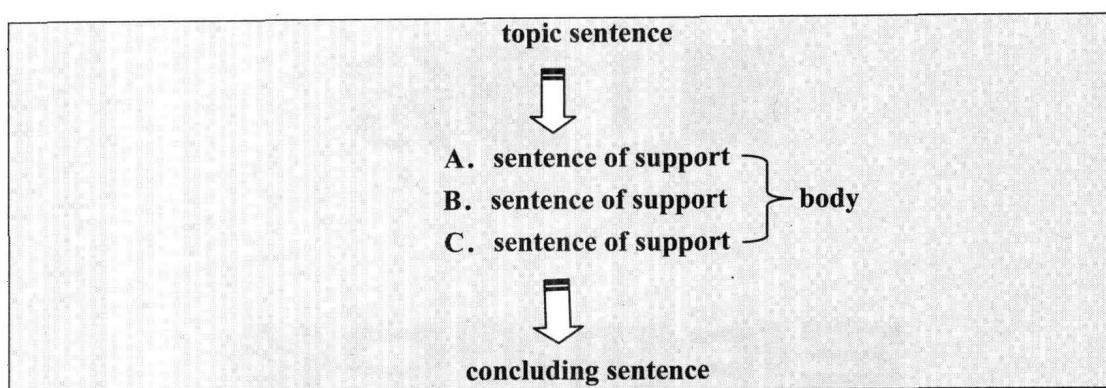
# 第1部分

## 写作知识总论

# 第 I 章 段落写作

## 第 1 节 段落的构成

大多数文章都是由段落构成的，段落的必要构成部分如下图所示：



### I. 主题句 (Topic Sentence)

主题句限定了该段落的话题，表达了该段落的中心思想，同时表明作者会如何展开该段落。主题句可放在段首、段中或段尾。一般提倡考生把主题句放在段首。一个好的主题句应具有以下特点：

- It includes a subject.
- It is limited enough to be developed in a paragraph.
- Get to the point directly.
- It lends itself to be developed.
- Make it interesting enough.

请分析以下几个主题句：

1) My hometown is famous because it is located by Yangtze River, which is very wide, and because it is built near an unusually steep hill called Baiyan Hill.

这个主题句过于具体，把应该在支持句里的细节放在了主题句里。

2) There are two reasons why some people like to buy cars with automatic transmission and two reasons why others like cars with manual transmission.

这个主题句过于庞杂，它所包含的内容在一个段落里是不能完成的。一般来讲，一个段落只有一个主题（one paragraph, one idea）。

3) I have a friend named Allen.

这个句子本身只表明一个简单的事实，在下面的句子里无法进行展开论证。

4) I want to tell you about my Uncle Harry.

不直入主题，没有限定该段落的主要侧重点，读者不知道该段会如何具体谈论 Uncle Harry。

5) It happened a long time ago. and I really do not remember it very well, but I will try to tell you something about my first day of school.

既然记得不清楚了，读者也就没读的必要了，并且在主题句里要点明为什么 my first day of school 值得一写，是因为它 horrible、rewarding、embarrassing，还是 romantic。并且要说明是哪个阶段的 school。

6) My paragraph is about stamp collecting.

同例 4)。

7) There are many reasons that children should not play with matches, and I am going to tell you some of them.

应直入主题。

## II. 支持句 (Supporting Sentences)

支持句是用来支持、阐述、解释或证明作者在主题句里提出的观点和主题的。要让每个支持句都有效，既不能离题，也不能啰嗦、累赘、重复。如下面一段中斜体句子就属于啰嗦、累赘、重复。

Chimpanzees may be one of the most intelligent animals in the world. *They are very smart.* There are chimps that have been trained to ride bicycles and to eat with forks. They are clever enough to invent all kinds of ways to get to their food. Chimps have been known to pile boxes on top of each other to reach food left in high places. *Even though they are just animals, they are really very intelligent.* Some chimpanzees have been taught to communicate with people through the use of hand signals. Chimpanzees often surprise humans with their ability to learn.

我们再来找出下面一段的离题句：

One of the recent status symbols for American business people is the personal beeper. These beepers may be carried in people's briefcases or hooked to their belts. Fax machines have also become symbols of success for man white-collar workers. With the beepers, a person can receive messages at any time and any place. Many people also have cellular phones in their cars so that they can make calls while traveling. Nowadays, people who own beepers will never miss an important phone call; on the other hand, they can never avoid receiving unwanted messages, either. Regardless of possible disadvantages, this recent innovation in the communications field is still selling at record rates.



可以看出“Fax machines have also become symbols of success for man white-collar workers.”和“Many people also have cellular phones in their cars so that they can make calls while traveling.”属于离题句。

### III. 结束句 (Concluding Sentence)

结束句是对该段落的主题用另一种方式进行重申。

我们来分析一段完整的段落：

Automobiles are expensive and often inconvenient necessities in modern life. It is true that living without a car is almost impossible in many American cities because public transportation is often expensive and not very accessible, and distances between businesses and residential areas are too great for people to commute by bicycle or by walking. However there are also disadvantages to automobile ownership. In the first place, people pay a lot of money, often including high sales tax, to buy automobile; insurance, licenses, gas, oil and maintenance fees are also expensive. After all of these bills are paid, drivers often have trouble finding parking spots. Once they do, they pay high parking fees at downtown lots near their offices. Worst of all, if the “dream machines” break down as they inevitably do, the drivers not only have to pay high repair bills but also they are once more without transportation while the cars are in the repair shop. Maybe life was easier when a person could hop outside the front door onto a friendly horse and trot down to Main Street!

本段中的“Automobiles are expensive and often inconvenient necessities in modern life.”是主题句，限定该段的话题是“拥有轿车的花销和随之而来的不便”，读者不会期待有关“拥有轿车带来的快乐”等内容。同时读者可以知道这段会从两方面展开，即“花销”和“不便”。上段中除了首句和末句，其他的句子都是支持句，共用了 9 个支持点来说明“Automobiles are expensive and often inconvenient necessities in modern life.”具体如下：

- 1) Most people need cars in the United States.
- 2) They have to pay a lot of money to buy a car.
- 3) They have to pay for licenses.
- 4) They have to pay for insurance.
- 5) They have to buy gas and oil.
- 6) They have to pay for maintenance.
- 7) Drivers have trouble finding parking places.
- 8) They have to pay parking fees.
- 9) Cars break down.

末句是“Maybe life was easier when a person could hop outside the front door onto a friendly horse and trot down to Main Street! ”，作者用一种婉转、诙谐的方式说明“Automobiles are expensive and often inconvenient necessities in modern life.”。

## 第2节 段落的特点：一致性和连贯性

一个成功的段落必须达到内容前后一致，行文上下连贯。

### I. 一致性 (Unity)

“一致性”是指段落中所有的句子都集中表达一个中心思想或单一主题，一个段落只说明一件事或一个问题，所有论据、实例和阐释都服务于主题句，从意义上体现段落的完整性。如果在谈甲的时候，又夹杂着乙则会破坏段落的统一性。

看下面两个段落，第1段没达到内容前后一致，而第2段就做到了一致。

- 1) If you read the headlines, listen to the radio, and watch television, you can easily get the idea that we are living in the most dangerous of all times. Problems dominate the news. The threat of nuclear warfare, poverty, discrimination, pollution, and the high unemployment rate present crises never before faced by our society. Added to these are the special problems of today's young people: competition for jobs, a bleak future for college graduates in the market-place, and the difficulty of buying a home. Some politicians believe these problems will bring about the Administration's defeat in the next election. But before you get too discouraged, you should consider the gains that society has made in the last few years.
- 2) Not knowing a language well can sometimes cause a problem in communication. One word in a language can have different meanings, or two words can have the same pronunciation but have different meanings. About two years ago, one of my friends told me an embarrassing story. The first year she was in the United States, she had a job at a dry-cleaning establishment. One day a customer came in to pick up his clothes. After he had paid for the cleaning and was ready to leave, he suddenly turned back to my friend and asked, "Do you dye here?" Thinking that she had understood his question, my friend got upset and answered, "No, I won't die here. I want to die in my own country!"

### II. 连贯性 (Coherence)

“连贯性”要求段落内部的句子应该按照一定的关系凝聚在一起，各句的组织与安排以一种明晰的、合乎逻辑的顺序进行，使段落结构严谨、条理清楚、层次分明、衔接自然流畅。只有这样，读者才能跟上作者的思路，明白他要讲的意思。

为了增强文章的连贯性，可采用下列方法：时间顺序排列法；空间顺序排列法；由重要到次要或由次要到重要顺序排列法。例如，下面段落 1) 中，各个句子排列无序，组织混乱。如果将这个段落中的句子按照时间顺序重新排列，并加上合适的过渡词，则如改写后的段落 2) 所示。

- 1) George goes through the same morning routine every weekday. He shaves, brushes his teeth, washes his face and dresses. He has breakfast and reads the morning newspaper. At six he is wakened by an alarm clock and gets up. At seven thirty he says goodbye to his family and leaves for his office. He exercises deep-breathing in the garden for ten minutes.
- 2) George goes through the same morning routine every weekday. At six he is awakened by an alarm clock and gets up. Then he shaves, brushes his teeth, washes his face and dresses. After that he exercises deep-breathing in the garden for ten minutes. Then he has breakfast and reads the morning newspaper. At seven thirty he says goodbye to his family and leaves for his office.

在一个段落中，即使所有的句子意思都清楚，而且逻辑顺序排列正确，但是如果缺乏句与句之间的恰当过渡，整个段落的连贯性仍会受到影响。考生可以使用以下几种方法来加强句与句之间的连贯性。

- (1) 使用平行结构。
- (2) 重复一个词或一个词组。

例如，在马丁·路德·金的演说词中，演讲者通过恰当地重复关键词和词组增强了文章的气势。

America, the richest and most powerful nation in the world, can well lead the way in this revolution of values. **There is nothing** to prevent us from paying adequate wages to school teachers, social workers and other servants of the public to insure that we have the best available personnel in these positions which are charged with the responsibility of guiding our future generations. **There is nothing** but a lack of social vision to prevent us from paying an adequate wage to every American citizen whether he be a hospital worker, laundry worker, maid or day laborer. **There is nothing** except shortsightedness to prevent us from guaranteeing an annual minimum — and livable — income for every American family. **There is nothing** except a tragic death wish, to prevent us from reordering our priorities, so the pursuit of peace will take precedence over the pursuit of war. **There is nothing** to keep us from remolding a recalcitrant (反抗的, 顽强的) status quo (现状) with bruised hands until we have fashioned it into a brotherhood.

- (3) 使用代词代替上一句提到的名词。段落名词和代词的人称和数要保持一致。例如：

When scientific experiments do not work out as expected, they are often considered failures until some other scientist tries them again. Those that work out better the second time around are the ones that promise the most rewards.

- (4) 把段落中所有的支持句用恰当的过渡词串在一起，使行文浑然一体。例如下文中的黑体字，表明了买车的程序。

Buying a car requires special planning. **First**, we need to arrange for the money to pay for the car. We may take out a bank loan, borrow from our parents, or save money from our salaries. **Next**, we must find a car that suits our needs. **After** making our purchase, we must then arrange for auto insurance. **In addition**, we must buy license plate and pay for the car inspection.



### 一些常用的表达方式

**(1) To indicate an order of arrangement (importance, time, etc.):**

after, afterward, constantly, for the time being, frequently, from now on, in the days ahead, in the future, meanwhile, at the same time, at others times, over the years, presently, previously, prior to, ultimately, eventually, finally, still, subsequently, simultaneously...

**(2) To indicate an addition:**

additionally, besides, likewise, again, further, moreover, along with, furthermore, what's more, similarly, just as, in like manner, as well as, in the same way, as well, in addition to...

**(3) To indicate an alternative, contrast or exception:**

although, at any rate, but, despite, either, whereas, in spite of, instead, lest, neither, nevertheless, nor, in contrast, rather, still, though, unless, unlike, on the other hand, otherwise...

**(4) To indicate a conclusion, effect or summary:**

according, in consequence, all in all, in short, as a result, consequently, the point is, hence, therefore, in brief, thus, in conclusion, to sum up, in summary...

**(5) To indicate how or why:**

as, for, because, in order, by, since, result from, result in, arise from, lead to, due to, because of, thanks to, owing to, attributed to...

**(6) To indicate an example or illustration:**

for example, namely, for instance, that is, respectively, such as...

**(7) To emphasize or clarify:**

actually, in other words, as a matter of fact, indeed, in fact, of course...

**(8) To indicate a certainty or likelihood:**

certainly, obviously, evidently, surely, naturally, unquestionably, no doubt, without any doubt...

## 第3节 段落的展开

在主题句里，作者告诉读者该段落的中心思想，接下来就要围绕这个中心思想展开论证，提供足够的信息来支持它。展开一个段落的方法有很多种，这里主要介绍6种常用的方法。

### I. 故事法 (Telling a Story)

讲述一个和中心思想紧密相关的故事，能生动有效地把作者的观点和写作意图传达给读者。并且，故事往往能激起读者的兴趣，给他们留下深刻的印象。如下面的一段文章，